
U.S. COPYRIGHT OFFICE
CORDS PARTICIPANT'S PROFILE

Organization: _____ Date: _____

Address: _____ Phone: _____

Fax: _____

Instructions:

Fill out this Profile Form.

In addition, on your organization's letterhead paper, fully describe the types and volume of intellectual property for which you would request registration through CORDS. Include the name, title, and telephone number of a person in your organization whom we may contact to discuss your application. Have the letter signed by an officer of your organization.

Fax the letter and this form to (202) 707-8366 and then mail them to: CORDS Program Manager, Library of Congress, 101 Independence Ave. SE, Washington, DC 20559-6007.

The contacts in our organization are:

Copyright Registration Liaison

Technical Liaison

Name: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

CORDS Participant Criteria:

Authorization: Submitter is an author, claimant, or owner of exclusive rights.

Internet Access

Email capabilities and responsibilities:

! An email server that can handle up to 50 MB files (for copyright claims and attached deposits),

! A separate email account (used only for CORDS) available for receiving emails about CORDS claims (which your office checks daily for messages/acknowledgments from the Copyright Office),

! An email program that allows you to open attachments in one of the browsers listed below, and

! An email server that can accept SMTP

Electronic copy:

! Copy submitted to CORDS must be electronic.

! Copy must be a single file (not multiple files).

! File formats accepted: PDF, HTML, ASCII, MP3.

! Copy size accepted: 35 MB maximum for copy (50 MB maximum for entire submission of application and copy and digital signatures; CORDS server can accept 50 MB maximum for entire submission).

PLEASE COMPLETE THE FOLLOWING:**# Kinds of Work:**

! Unpublished, or published only in electronic form.

! What categories of works in digital form, and approximately how many of each, would you plan to register through CORDS each year? (See Participant Criteria Checklist for acceptable class and kind of work)

<u>Types of Deposits</u>	<u>Class</u>	<u>Approx. number per year</u>	<u>File format(s)</u>	<u>Average file size</u>
! eBooks	TX	_____	_____	_____
! eJournals (serials)*	SE	_____	_____	_____
! individual articles	TX	_____	_____	_____
! unpublished textual works	TX	_____	_____	_____
! reports/study guides	TX	_____	_____	_____
! computer programs	TX	_____	_____	_____
! musical works	PA	_____	_____	_____
! screenplays/teleplays	PA	_____	_____	_____
! other literary works	TX	_____	_____	_____

please describe:

*eJournals: The entire issue must be published on a single date. Journals published one article at a time on separate dates are not accepted on a Form SE as a journal.

Platforms: CORDS currently supports Windows 95, 98, NT, XP, and 2000 & Solaris 2.6. Check the platform you would use to submit claims:

! Windows 95 **G** Windows 98 **G** Windows NT **G** Windows XP **G** Windows 2000 **G** Solaris 2.6 **G**

Web Browsers: CORDS currently supports the following web browsers: Netscape 4.0 or higher or MS Internet Explorer 4.0 or higher. Which browser(s) does your organization use to access the Internet?

! Netscape 4.x **G** ! MS Internet Explorer 4.x **G**

Signature: _____ *Date:* _____

Printed Individual's Name/Title/Organization: _____

If accepted as a CORDS participant, you must then

- ! Set up a CORDS Deposit Account separate from any other Deposit Account you maintain with the U.S. Copyright Office.
- ! Establish an email account to be used exclusively for email about CORDS submissions.
- ! Download the CORDS Submitter after you receive instructions from the U.S. Copyright Office.